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22 April 1955

MEMORANDUM FOR: Chief, Management Staff

1. Colonel White has asked that you prepare a Notice for his signature which would make reference to the Hoover Commission Report on paper work somewhat in the manner of paragraph 1 of the Inspector General's directive dated 5 March 1955, which is attached hereto. It should also express the fact that the Director is vitally interested in:

- a. The elimination of nonessential paper work, and
- b. The noncreation of excessive papers which must be handled,

as outlined in the Inspector General's paper.

2. The draft of this Notice should be forwarded for Colonel White's review by 4 May, if possible.

Special Assistant to the  
Deputy Director (Support)

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Attachment:  
Inspector General's  
Memo of 5 March 1955

APR 25 1955